

WDE684 - WISE Teacher/Course/Student Enrollment Fall 2011-2012 School Year



**SEPTEMBER 20, 2011
10:00AM
DATA COLLECTION TRAINING**



Cindy Hill, Superintendent of Public Instruction



**Wyoming
Department of
Education**

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Agenda



- 2012-13 Changes to the WDE684
- WDE684 Overview and General Changes
 - Authority
 - General Information
- Legal Names
- Highlighted Student File Elements
- Student Report Manager (SRM)
- Upcoming events
- WDE684 Contact Information
- Questions?

2012-13 Changes to the WDE684



- A WEN meeting will be scheduled for early December to discuss changes to the WDE684 for the 2012-13 school year, and the concerns these changes are causing the districts.
- Please feel free to forward suggested topics of discussion to Brian Wuerth at brian.wuerth@wyo.gov

WDE684 Overview



WDE684 Authority



The WDE684 is Wyoming's authoritative collection of student-level demographics and course information

- Enrolled Act #50 of 1990
- W.S. § 21-2-304(a)(v)
- W.S. § 21-2-203
- W.S. § 21-13-307(a)(iv)
- Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).

Overview Information



- These data are utilized in identification of At-Risk students for use in the Wyoming Education Resource Block Model, Bridges Summer School Grant Program and AYP determinations.
- Teacher Course Student data are also utilized in the PAWS Reporting utilized by teachers.
- Teacher/Course/Student data are also utilized in the Class Size Reporting.
- The End of Year data will also be used in Graduation Rate calculations.

Overview Information



- On each of the three WDE684 collections, all 2011-12 student enrollment records between the beginning of the school year and the collection date are to be submitted, including records for students exiting prior to a collection date. As a result, it will be likely for multiple records per student to be reported.

Overview Information



- Additionally, in the case of students exiting school in a prior year for reasons other than graduation or documented transfer, any identified updates to student exit status should be provided on the next available WDE684 collection.
 - In these cases, graduation rate accountability means it is in districts' best interest to track down the educational status of students no longer in attendance and report current status when the student is learned to have transferred to or graduated from another regular-diploma granting school.

Overview Information



- Summer graduates will be reported on the October 3 WDE684 submission following receipt of their diploma.

Overview Information



For the School Year 2011-12:

- **The WDE684 collection will collect information on all students, not just those enrolled on the snapshot date.**
- **Home Language will be collected for all students.**

WDE684 Collection Information



- **Collection Window**
 - October 3 thru October 17, 2011
- **Due Date**
 - October 17, 2011 by 5:00 p.m.
- **Note: WDE recommends that your district run your first trial before October 10th to give you time to clean up any errors BEFORE the due date.**

Documentation Available



- **WDE684 – Guidebook, Data elements and rules**
 - Located on the WISE website:
<http://portals.edu.wyoming.gov/WISE/>

Questions?



ANY HOT TOPICS TO DISCUSS?

Student Legal Name Entry



**PLEASE USE THE LEGAL NAME ON ALL WDE
DATA COLLECTIONS**

Authority



- Pursuant to WS § 21-2-203, the Wyoming Department of Education will require full legal names on student level data collections and within the Student Registration System, beginning in the 2010-2011 school year.
- The WDE adheres to all portions of the Family Education Rights and Privacy Act (FERPA) to protect the privacy of student education records. Details can be found here:
 - 20 U.S.C. §1232g; 34 CFR Part 99
 - <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>

Proof of Full Legal Name



- All student names within the State Registration System and WDE data collections are required to be entered as they appear on Birth Certificate and/or Legal Presence documents.
- The WDE does not collect or store these documents. It is the responsibility of the school district to accurately enter the data into the State Registration System.

Proof of Full Legal Name



- United States Birth Certificate (certified copy from state or local vital statistics office)
- Identification card issued by the governing body of a United States Bureau of Indian Affairs Recognized Tribe in the United States of America.
- USCIS American Indian Card
- Birth Certificate or passport issued from a US Territory
- US Passport
- Certificate of Naturalization or Citizenship
- Permanent Resident Card (Green Card)
- A U.S. city, county or state court-issued adoption decree

WISER ID



- Every K-12 student in Wyoming is required to have a WISER ID.
- Those students who do not attend a public school but choose to participate in the Wyoming state assessment, Proficiency Assessment for Wyoming Students (PAWS) must also have a WISER ID.
- The WISER ID is considered a confidential record and should be handled as such.
 - Please do not include WISER ID and Students Name in the same email.

WISER ID



- Each public school district is responsible for assigning or acquiring WISER IDs for each of their students.
- Each district is also responsible for storing and maintaining the WISER IDs within their Student Information Systems.

Student Last Name



- Unless otherwise noted by the documents, the abbreviation “St.” in the last name should always be followed by a period and a space, as in the following example:
 - St. Michael
- Do not omit the space, as in “St.Michael”.

Student First Name



- **Full first names must be used.**
 - Example: “William” not “Will” or “Billy”
- **In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents.**
 - Example: Anne-Marie

Student Middle Name



- Please use the student's legal middle name as it appears on their legal documents.
- Middle Name can contain an initial. Enter a period after an initial.
- **This element is optional on the State Registration System and WDE data collections, but highly recommended.**

Student Name Suffix



- This is a generation indicator such as “Jr” or “III”.
- The only allowable characters are letters and periods.
- **This element is optional, but highly recommended if known.**

Teacher Name in WDE684 Section File



- All teacher names within the State Registration System and WDE data collections should be entered as their legal name – please no nicknames.
 - Teachers name is never disseminated from the WDE684
 - Assures correct teacher is reported on the WDE684 Section File.
 - Reduce errors and district's burden when cleaning 684 data.

Questions?



Highlighted Student File Elements



StudentELL



- StudentELL
- The definition of an ELL student is as follows:
 - Any student who:
 - 1. Is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs, was given in the prior school year; and has been identified and evaluated by the district as being an Active ELL through the use of an ELP screening assessment; or
 - 2. Is returning to the district from the previous school year; and took the state's annual ELP assessment in the prior school year and has not yet achieved the “proficiency” level.

StudentELL



- **StudentELL**
 - Required element
- **Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.**
 - A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as “R”. The value “R” should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.

StudentELLMonitoring



- **StudentELLMonitoring**
 - Conditional element
 - Is this student in year 1 or year 2 ELL monitoring?
 - Must be 1 character – 1, 2
 - ✦ 1 – Former ELL student, Year 1 ELL monitoring
 - ✦ 2 – Former ELL student, Year 2 ELL monitoring
 - Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

StudentELLMonitoring



- **StudentELLMonitoring**

- In keeping with the Active ELL definition for federal funding and reporting, students are no longer “Active ELL students” for these primary purposes once they reach the proficiency on the ACCESS for ELLs. It follows from this federal definition that if StudentELLMonitoring is submitted with a value of 1 or 2 (the only allowable values), the StudentELL field must be N for this same student.

New Enrollment Record



- A new record (with a current StudentEntryDate) should be created when:
 - grade level changes
 - concurrent enrollment status changes
 - home school status changes
 - the student has a documented transfer to another school within the same district
 - the student has a break in school services
 - any change between Full-Time and Part-Time status
- For changes to other fields, please do not create a new enrollment record. Report the value the student had on October 3rd (Snapshot Date) or if the student exited, the value the student had on the exit date.

StudentConcurrentEnrollment



- **StudentConcurrentEnrollment**
 - Required element
 - Is the student concurrently enrolled in the reporting school?
 - Not the primary enrollment
- **Concurrent enrollment in the reporting district = 'Y'**
- **Primary enrollment within the reporting district = 'N'**
- **Dual Enrollment at a community college or the University of Wyoming = 'N'**

StudentConcurrentEnrollment



- If a student is enrolled at two schools within the reporting district, the boundary school should report “N” and the service school should report “Y”.
- For out-of-district placed students, the resident district will report “N”, and the service district will report “Y”.
- For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = “N”.

StudentConcurrentEnrollment



- Distance Education Handbook:
<http://www.wyomingswitchboard.net/Docs/WSNRDHB.pdf>
- Scott Bullock (scott.bullock@wyo.gov), 777-7418)
or
- Lachelle Brant (lachelle.brant@wyo.gov), 777-3679)

Exit Codes



- **310** - This code is used for a student who advanced a grade level as a result of completing a summer school program,
 - Example: moving from elementary school to middle school or junior high school.

Exit Codes



- **280** - This code is used for a student who's FTE status changes, but did not cross the 0.5 threshold for change in Home School status.
 - i.e. – a home school student takes an additional class at public school changing their FTE status, but not changing it to a point where the student is less than half-time enrolled in public school.

Other exit type codes



- All other exit type codes can be found in the Guidebook and Data Elements:
 - <http://portals.edu.wyoming.gov/wise/>

Questions?



State Report Manager



State Report Manager



- The WDE684 is submitted through the State Report Manager (SRM).
- Two Files are required.
 - Student File
 - Section Enrollment File
- Detailed instruction on the SRM are available on the WISE website and are also contained in the WDE684 Guidebook.

State Report Manager



- Available in the Wyoming Education Fusion Portal:
 - <https://fusion.edu.wyoming.gov>
- Click on the “Applications” tab
- Contact your district Fusion Administrator for access
- Questions or Problems accessing the SRM or submitting data please contact Brian Wuerth at brian.wuerth@wyo.gov

Upcoming Events



- **Annual SIS User Conference**
 - November 1-3, 2011, Casper, WY
- **WDE684 Data Collection Training (WEN Video)**
 - October 4, 2011, 2:00pm-4:00pm

Contact Information



- **WDE684 Questions:**
 - Brian Wuerth
 - 307-777-6748
 - Brian.wuerth@educ.state.wy.us

Thank you for attending!



**ANY FINAL QUESTIONS BEFORE WE SIGN
OFF?**